



AUDITOR ACCOUNTANT TRAINEE

NEW JERSEY DEPARTMENT OF THE TREASURY OFFICE OF MANAGEMENT AND BUDGET OFFICE OF PROGRAM ACCOUNTABILITY AND AUDIT

The New Jersey Department of the Treasury, Office of Management and Budget, seeks an Auditor Accountant Trainee to learn and assist in performing reviews of social service agencies operations to ensure statutorily required benefits are being delivered in the most cost effective way possible and benefit levels are adequate and not excessive. The qualified candidate may also assist in and/or perform operational and compliance audits and reviews within the Department of the Treasury using a risk based audit program and standard audit methodology; will learn to prepare comprehensive audit reports and analyses containing findings, conclusions, and recommendations; will learn to interact with auditees in the development of action plans to mitigate identified weaknesses; performs follow-up reviews of audit reports issued by the Office of Legislative Services or the Office of the State Comptroller to determine status; and assists in the annual Department of the Treasury internal control assessment process.

Starting salary is \$43,094.21, with an increase to \$45,053.25 after 6 months of employment and satisfactory performance. A comprehensive benefits package is offered as well.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty one (21) semester hour credits in professional accounting courses which may include courses in municipal or government accounting. **(APPLICANT SUBMISSIONS MUST INCLUDE A COPY OF DEGREE AND/OR TRANSCRIPTS (OFFICIAL/UNOFFICIAL) INDICATING PROOF OF ACCOUNTING CREDITS).**

NOTE: Possession of a valid Certificate as a Certified Public Accountant or Registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

NOTE FOR FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey to perform the essential duties of the position.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <http://lwd.dol.state.nj.us/labor/lwdhome/nifirst/NJFirstMenu.html>.

If you are qualified and interested in this position, submit your cover letter, resume, transcripts (official or unofficial) and job application via e-mail only, no later than 5:00 pm (close of business), December 21, 2016.

NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "AAT - OMB" in the Subject Line)

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>.

The State of New Jersey is an Equal Opportunity Employer